

191—104.12(523A) Reviews.

104.12(1) The commissioner may review licensees and persons conducting or sponsoring continuing education activities to ensure compliance with this chapter.

104.12(2) At the time of a review, the information requested from persons conducting or sponsoring continuing education activities shall include, but not be limited to, the following:

- a.* The qualifications of presenters.
- b.* Records documenting licensees' attendance at the activity.
- c.* A course description.
- d.* Official school transcripts indicating licensees' successful completion of an academic course.

104.12(3) Upon notice of a continuing education review, a sales agent shall provide the following information to the commissioner:

- a.* The date and location of the course, course title, course description, course outline, course schedule, names and qualifications of the presenter(s), and the method of presentation or a program brochure or booklet which includes all the information required in this paragraph;
- b.* The number of contact credit hours attended; and
- c.* The individual certificate of completion issued or evidence of successful completion of the course from the person conducting or sponsoring the continuing education activity.